



NO. 4018 PRIOR LEARNING ASSESSMENT

- 1.0 Prior learning credit is available in some courses to students who have attained competencies in ways other than formal higher education classroom situations. Experiential learning, individual study, external degrees, or completion of vocational-technical or proprietary certificates may be addressed through this prior learning policy.
- 2.0 In order to be eligible to receive prior learning credit, a student must be enrolled or have been enrolled in an institution in the State System. Prior learning credit will appear on the student's transcript only after the student has successfully completed twelve (12) or more semester credit hours at Oklahoma City Community College.
- 3.0 The student must pay a \$5.00 per credit hour fee for which he/she is requesting prior learning. Higher fees may be assessed in cases in which additional administrative costs are incurred. No refunds of fees will occur. A student may not receive prior learning credit in a course already attempted for credit.
- 4.0 To apply for prior learning credit, the following steps occur:
 - 4.1 The student completes the Prior Learning Assessment form with the division office responsible for the course.
 - 4.2 The Professor and Dean must provide their signature along with the explanation of how the student will be earning the prior learning credit.
 - 4.3 The form is then routed to the Registrar's office for processing.
 - 4.4 The student must pay the prior learning credit fee via their Bursar account prior to obtaining an official transcript with the prior learning credit awarded.

Effective: September 30, 1997

Revised: April 27, 2022